



*"Your Partners In Public Safety"*

# Supervision Strategies *and* Treatment Alternatives

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**MISSOURI DEPARTMENT OF CORRECTIONS**  
**SUPERVISION STRATEGIES AND TREATMENT ALTERNATIVES**  
**REVISED June 2005**

**Table of Contents**

<b>Introduction</b>	<b>3</b>
---------------------	----------

**OFFENDER MANAGEMENT STRATEGIES**

**I. Court Controlled Cases**

Discussion of Levels of Supervision	4
-------------------------------------	---

Minimum Standards For Supervision Levels	5
--	---

**Supervision Strategies For Offenders Under Court Jurisdiction**

A. Intensive Supervision Program	5
B. Drug Court	5
C. Required Educational Assessment and Community Treatment (REACT)	7
D. Day Report	8
E. Electronic Monitoring	8
F. Residential Facility	9
G. Alt-Care	10
H. Free and Clean	10
I. Post-Conviction Drug Treatment Program	11
J. Shock Incarceration Program (SIP)	12
K. Institutional Treatment Center (ITC)	13
L. Sex Offender Assessment Unit (SOAU)	14
M. Long-Term Court Ordered Substance Abuse Program	15

**II. Correctional Centers**

Discussion of Reception & Diagnostic Centers	16
--	----

A. Levels of Custody	17
B. Resources Available For Offenders In Correctional Centers	17
C. Resources Available For Offenders By Facility and Custody	18

**III. Board Controlled Cases**

Discussion of Levels of Supervision	20
-------------------------------------	----

Minimum Standards For Supervision Levels	21
--	----

## **Supervision Strategies For Offenders Under Board Jurisdiction**

A.	Intensive Supervision Program	22
B.	Day Report	22
C.	Electronic Monitoring	23
D.	Residential Facilities	24
E.	Alt-Care	24
F.	Free and Clean	25
G.	Community Release Center (CRC)	26
H.	Institutional Treatment Centers (ITC)	27
I.	Offenders Under Treatment (OUT)	27
J.	Long Term Substance Abuse Program	28

## **Offender Management Strategies and Treatment Alternatives**

### **Introduction**

This booklet has been prepared for the use of those providing direct supervision of offenders. It is also for the use of the Parole Board, judges, and attorneys as a guide in recommending an appropriate offender management strategy. The Department is committed to preparing offenders to live civil, sober and productive lives. The goal is to ensure an opportunity for positive personal progress within the least restrictive environment. By outlining specific offender management strategies, eligibility criteria and the referral process where applicable, it is our hope an offender's needs will be more adequately assessed and met.

Change is constant in the area of offender management strategies. This booklet is provided as a guide and is accurate to the date of print. Applicable policy and procedure should be referred to for further information and clarification.

Revisions of this booklet will be made available as needed. If you have any questions, please contact your local Probation and Parole office.

## **Offender Management Strategies**

### **I. COURT CONTROLLED CASES**

#### **Discussion of Levels of Supervision**

##### **Description:**

When the Court assigns an offender to the supervision of the Division of Probation and Parole, an assessment is conducted and a level of supervision is determined for the offender. Each case assigned for supervision is managed at one of three levels. These levels include enhanced, regular and minimum. The supervising officer continually assesses the risk and needs of the offender to determine the appropriate level of supervision. Through on-going assessment, the probation and parole officer ensures problem areas are addressed and the offender processes through the system without undue risk to the community. The probation and parole officer manages offender risk by addressing offender needs. This is achieved through a balance of control and treatment strategies, services and sanctions. For probationers, terms of probation range from a minimum of six months to a maximum of five years. A full range of community resources is utilized to address probationers' needs.

Required contacts within these levels of supervision vary and include the following:

**Enhanced Supervision** – Provides more frequent contact by the officer to those offenders who have demonstrated by past performance, present need, or for whom policy requires, this is the appropriate level of supervision with the following contacts:

- Face-to-face four times per month, preferably once a week.
- One home visit each month.
- Treatment participation verified each month.
- Employment verified each month.

Dangerous felony offenders will be supervised at this level for the first six months of supervision.

##### **Enhanced Supervision Eligibility:**

- Offenders scoring nine or above on the needs scale.

**Regular Supervision** – Prescribes the following contact:

- At least one positive office visit per month.
- One employment verification, if applicable, each month.
- One treatment participation verification, if applicable, each month.
- One home visit per recording period.

**Regular Supervision Eligibility:** Offenders scoring seven or eight on the needs scale. Sex offenders must be supervised no lower than this level for the duration of their supervision and are not eligible for minimum supervision.

**Minimum Supervision:** Is designed for individuals who have demonstrated basic stability and responsibility, and who are complying with Court and agency expectations. Routine monitoring is maintained through:

- Monthly supervision reports or an automated reporting system.

**Minimum Supervision Eligibility:** Offenders who score six or below on the needs scale. Offenders who have problems with employment, legal issues, substance abuse or technical violations are not eligible for minimum supervision.

### **Minimum Standards for Supervision Levels**

<u>Level</u>	<u>Pos. Visit</u>	<u>Emp. Chk.</u>	<u>Home Visit</u>	<u>TX. Check</u>
Enhanced	1 per week	1 per month	1 per month	1 per month
Regular	1 per month	1 per month	1 in 6 months	1 per month
Minimum	N/A	Random	N/A	N/A

**Note:** Urinalysis and Positive Significant Other contacts conducted as necessary or appropriate based on officer's assessment, offender history and risk/need factors.

### **Supervision Strategies for Offenders Under Court Jurisdiction**

There are a variety of supervision strategies within the Department of Corrections for offenders under Court jurisdiction. Based on local practice and/or availability, the Court should consider the level of risk/need the offender presents, the type of strategy described and the eligibility criteria.

#### **A. Intensive Supervision Program**

##### **Description:**

The Intensive Supervision Program (ISP) is designed for high need felony offenders and provides a community-based supervision that employs intensive casework with a holistic supervision/treatment process. Officer contact frequency will change during the 120 day duration of Intensive Supervision.

During the first 30 days:

- Face to face contacts two times per week with their supervising officer.
- Employment verified weekly.
- Treatment center contacts weekly.
- At least one home visit.
- Significant other contacts and urinalysis will occur as warranted.

During the next 90 days:

- Enhanced supervision level contact frequency until exiting the program.

##### **ISP Eligibility:**

1. Probationers must have at least 120 days remaining on their term of supervision.
2. Offenders scoring nine or above on the needs scale.

If a supervision officer can document a needs score is likely to register nine or above for less than 30 days, the offender may be retained at the enhanced level of supervision. If after 30 days the needs score did not drop below a nine, an Intensive Supervision referral should occur.

#### **Referral to ISP Process:**

Complete a CCT (Community Corrections Tracking) form with the designated program key [IS INTS XX (XX=District Code)]. Forward the CCT form to the appropriate staff for entry in the tracking system.

### **B. Drug Court**

#### **Description:**

Drug Court is available to eligible deferred prosecution and probation offenders. Probation and parole staff in participating counties work with local state courts, prosecutors, defense attorneys and treatment programs to intervene and curtail the criminal careers of participants at the earliest opportunity. While in Drug Court, offenders are required to complete substance abuse treatment, submit to frequent drug testing, participate in community-based job training and employment, maintain extended sobriety, complete community service and be held to a high degree of accountability. Typically, Drug Courts are 12-18 months in duration. Drug Court programs differ by area, eligibility criteria and referral process.

#### **Drug Court Eligibility (General criteria, check local program for specifics):**

1. First time non-violent felony drug offenders, possibly including alcohol related offenses.
2. Male or female offender.
3. Active substance abuse problems and in need of intensive treatment and supervision.
4. Pre-plea and post-plea cases, depending on local program practices.
5. Offenders with serious health or mental health problems may be excluded.

#### **Referral to Drug Court Process:**

The referral process differs among programs. However, the Prosecuting Attorney is usually the initial point of referral with screening and assessment conducted by probation and parole staff. Final approval is by the Judge.

Once the decision has been made to place an offender in Drug Court, complete a CCT (Community Corrections Tracking) form using the designated program key [DP DRUG XX (XX = District Code)]. Forward the CCT form to the appropriate staff for entry in the tracking system.

**C. Required Educational Assessment and Community Treatment (REACT)**

**Description:**

Required Educational Assessment and Community Treatment (REACT) is the programming process for RSMo 195 felony probationers. Agencies providing REACT services are certified by the Department of Mental Health, Division of Alcohol and Drug Abuse to provide education or treatment pursuant to a professional assessment screening. This assessment screening identifies the individual needs as a result of a felony drug offense and determines the appropriate level of education or treatment.

**REACT Eligibility:**

Male and female offenders who have been found guilty of RSMo 195 Drug Offenses are eligible for participation in the REACT process. REACT, as defined in Chapter 559.633, is for all probationers who have pled guilty or have been found guilty of a felony offense pursuant to Chapter RSMo 195. The Court must order REACT as a condition of probation except where there exists a statutory prohibition against either probation or parole.

**Referral to REACT Process:**

A probationer assigned to the Department of Corrections is to begin the REACT process within the first sixty (60) days of supervision by reporting to the probation and parole office. The supervising probation and parole officer will:

- Discuss with the offender the responsibilities of their supervision.
- Review with the offender the REACT Screening Units (RSU) within the offender's district of supervision and select one.
- Complete the REACT referral form and forward it to the RSU.
- Contact the probationer to schedule a date for screening.

Once the screening has taken place, the RSU will forward a REACT assignment form to the officer with a recommendation for needed services with one of two options:

1. Education
2. Community Treatment

The RSU is qualified to provide the educational components of REACT. Should the offender require community treatment, the officer will have available the Community Treatment Resource Guide to make the most appropriate referral for the level of treatment needed.

Complete a CCT (Community Corrections Tracking) form using the designated program key [RA XXXX (These four digits are specific for the REACT provider you wish to use in your area.) XX (XX= District Code)]. Example: RA P326 B4; the P326 is a REACT

provided in the Kansas City area. Forward the form to the appropriate staff for entry in the Tracking System.

#### **D. Day Report**

##### **Description:**

Day Report is a supervision enhancement and is designed to address the needs of offenders who have demonstrated an inability to successfully function with less supervision and are in need of additional structure and treatment. A specific personalized plan is developed for each offender to address his or her unique needs.

Day Report offers the opportunity for daily contact with the offender as well as providing a “clearinghouse” or “service center” for a variety of services to meet the needs of offenders in the program.

##### **Day Report Eligibility:**

1. Offenders not performing successfully under supervision.
2. Offender has two or more special need categories identified on the needs scale.
3. Offenders with a need for additional structure and control.
4. Offender must have a minimum of one year remaining on supervision.

##### **Referral to Day Report Process:**

Complete a CCT (Community Corrections Tracking) form using the designated key [DR DAYR XX (XX) = District Code.]. Forward the form to the appropriate staff for entry in the Tracking System. Refer to local procedures relative to case movement for this program.

#### **E. Electronic Monitoring**

##### **Description:**

Home based strategy, Electronic Monitoring (EM) enhances supervision through an Electronic Monitoring device. Intervention, control, and treatment are the supervision objectives of Electronic Monitoring. Control of movement is substantially enhanced as a result of curfew requirements and restricted activities, which are monitored 24 hours per day. Generally, EM will be a minimum of 30 days with a maximum of 120 days in duration. Use of less than 30 days or more than 120 days requires authorization by a supervisor. Offenders are required to pay fees to the Inmate Revolving Fund to defray costs.

##### **EM Eligibility:**

1. Offenders with an approved home plan in the state of Missouri.



2. \*Offenders on supervision for either felony or misdemeanor charges.
3. Offenders with telephone service compatible with monitoring equipment.

\*Due to the enactment of Senate Bill 5 signed into law on 06/27/2003, all misdemeanor offenses contained within RSMo. 570 and 577.023 have been removed from supervision eligibility. (P3-5.2)

#### **Referral to EM Process:**

Complete the CCT (Community Corrections Tracking) form using the designated program key [EM HARP XX (XX =District Code)]. Forward the completed form to the appropriate staff for entry in the Tracking System. Complete a Transfer of Cases form and transfer the case.

### **F. Residential Facility**

#### **Description:**

Residential Facilities (RF) are designed to provide services, including community referrals, in a controlled residential environment for the diverse needs of offenders, with emphasis on relapse prevention and life skills management. Assessment of the offender's needs, development of a referral/treatment plan, job skills development, community release and aftercare are components of the residential program. Identified needs are then addressed through community-based programming. Offenders are required to pay a portion of earnings to the Inmate Revolving Fund to defray the cost of the program. Additionally, a portion of earnings is required to be placed in personal savings.

#### **RF Eligibility:**

1. Offenders with a demonstrated need to be supervised in a structured residential environment and/or are unable to provide a viable home plan.
2. Felony offenders on probation supervision.  
Misdemeanor offenders may be considered on a limited, case-by-case basis, provided they met the offense requirements for misdemeanor supervision.
3. Offenders with serious health problems or severe mental health problems may be excluded from placement in a Residential Facility.

#### **Referral to RF Process:**

Submit a request through the Automated Program Tracking System using the designated program key [RF WAIT -- (XX=PF for St. Louis area, WN for Kansas City area, D6 for Columbia area)]. You will receive notification of the offender's projected entry date into the program. After receiving verification of the offender's entry into the facility, complete a Transfer of Cases form and transfer the case.

### **G. Alt-Care**

#### **Description:**

Alt-Care is an intensive outpatient program designed for women who have demonstrated a need for substance abuse treatment and related supportive services. Female offenders who have completed the Institutional Treatment Center Program or Long Term Substance Abuse Program are a target population for this program, as well as female offenders on community supervision who are in need of treatment. The goals of the program are to achieve abstinence from psychoactive substances deter future criminal behavior, develop pro-social behavior, make improvements in overall physical and mental health, achieve successful community adjustment and maintain continued linkages in the community. The program utilizes a therapeutic community approach, emphasizing participant/peer involvement in the process of recovery, and may last up to two years.

**Alt-Care Eligibility:**

1. Female offenders with substance abuse issues requiring intensive treatment. Pregnant woman or woman with children will be given priority placement.
2. Female offenders residing in Jackson County or St. Louis City/County or willing to relocate to those areas.
3. Offenders must have a minimum of one year remaining on supervision.

**Referral to Alt-Care Process:**

Complete a CCT (Community Corrections Tracking) form, using the designated program key [CT ALTC XX (XX =District Code)]. Forward the form to the appropriate staff for entry in the Tracking System. Once the offender has been assessed and accepted in the program, complete a Transfer of Cases form and transfer the case.

**H. Free and Clean**

**Description:**

The Free and Clean Program is an extensive aftercare program designed to serve as a follow-up for offenders who have successfully completed a 120-day Institutional Treatment Center or Long Term Substance Abuse Program. Free and Clean provides the immediate access the offender needs to a community-based aftercare program. Offenders under community supervision are also eligible for this program. Free and Clean is currently offered in Jackson County and St. Louis City/County only.

Probation and parole officers are assigned to work on site at the Free and Clean Program and serve as a vital part of the treatment team. The following services are available to offenders and their families through Free and Clean:

- Individual and Group Counseling
- Individual and Group Co-dependency Counseling
- Family Therapy
- Group Education
- Life Skills Training
- Referrals for Vocational Training and Employment Assistance

The program is divided into three phases:

- Intensive Outpatient
- Basic Outpatient
- Aftercare

Offenders may be enrolled in the program for up to two years.

**Free and Clean Eligibility:**

1. Male or Female offenders
2. Offenders must have a minimum of one year remaining on supervision.

**Referral to Free and Clean Process:**

Complete a CCT (Community Corrections Tracking) form, using the appropriate program key [CT FRCL XX (XX =District Code)]. Forward the completed CCT form to the designated staff for entry in the Tracking System. After receiving a Reply to Investigation form noting the entry date, complete a Transfer of Cases form to transfer the case.

**I. Post-Conviction Drug Treatment Program**

**Description:**

The Missouri Post-Conviction Drug Treatment Program provides for non-institutional and institutional substance abuse treatment programs. Phase I of the program utilizes existing community-based treatment programs. Phase II of the program is offered at the Department's Institutional Treatment Centers (ITC).

Post-Conviction Drug Treatment Program Eligibility:

1. Offenders placed on probation, with a special condition for this program under the provisions of RSMo 217.785. If an offender is currently on probation, the Court may send the offender to the phase II of this program under the provisions of RSMo 217.785, while continuing the offender on probation. SIS probations are eligible.
2. First time offenders who pled guilty or have been found guilty of violation of the provisions of RSMo 195 (drug offenses) are eligible.
3. First time offenders whose controlled substance abuse was a precipitating or contributing factor in the commission of the offense are eligible.
4. Both male and female offenders.
5. Offenders must have an active controlled substance abuse problem.

6. Offenses for which there are statutory prohibitions that do not allow the Court to grant probation are excluded.
7. Offenders with alcohol problems only are not eligible.
8. Offenders with serious physical or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.
9. Offenders will be admitted to Phase II of the program if they have failed to successfully complete Phase I of the program or if Phase I is not available in the community.

#### **Referral to Post-Conviction Drug Treatment Program Process:**

This Post-Conviction Drug Treatment Program is Court ordered by way of special condition. For placement in the institutional portion (Phase II) of the program, submit a request through the Automated Program Tracking System using the program key TC WAIT XX (male) YY (female). The offender's probation is continued while in Phase II. The offender will be assigned to a treatment center with a projected entry date. For (120-day) Court cases, the offender should reach the reception center no more than 36 days and not less than 30 days prior to the entry date. NOTE: If the offender reaches the institution outside these parameters he/she may be excluded from participation in the program.

### **J. Shock Incarceration Program**

#### **Description:**

The Shock Incarceration Program (SIP) is a 12-week, multi-phased program focusing on assessment, employability and life skills, educational and vocational guidance, substance abuse education, and the development of viable release plans. The program also has a physical activity component.

#### **SIP Eligibility:**

1. Offenders must be sentenced pursuant to RSMo 559.115, with the recommendation for placement in the Shock Incarceration Program indicated on the Sentence and Judgement.
2. Male and female offenders.
3. No current sex offenders will be admitted.
4. Offenders convicted of offenses for which there are statutory prohibitions that do not allow the Court to grant probation are excluded.
5. Offenders convicted of the following offenses are not eligible pursuant to RSMo 559.115: Murder II, Forcible Rape 1<sup>st</sup> Degree, Statutory Rape 1<sup>st</sup> Degree, Forcible Sodomy 1<sup>st</sup> Degree, Statutory Sodomy 1<sup>st</sup> Degree, Child Molestation 1<sup>st</sup> Degree (Class B felony), Abuse of a Child (When injuries result in death of the child). Predatory Sex Offenders are not eligible.

6. Offenders with serious health or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.

**Referral to SIP Process:**

Submit a request through the Automated Program Tracking System using the program key, SP WAIT XX (males) YY (females). The offender will be assigned to a treatment center with a projected entry date. For (120-day) Court cases, the offender should reach the Reception Center no more than 36 days and not less than 30 days prior to the entry date. NOTE: If the offender reaches the institution outside these parameters he/she may be excluded from participation in the program.

**K. Institutional Treatment Center**

**Description:**

The Institutional Treatment Centers (ITC) are located at various Department of Corrections facilities. The programs are highly structured treatment programs focusing on substance abuse, relapse prevention, criminality and life skills. Release and treatment plans are developed prior to program completion.

**ITC Eligibility:**

1. Offenders must be sentenced pursuant to RSMo 559.115, with the recommendation for placement in an Institutional Treatment Center indicated on the Sentence and Judgement.
2. Both male and female offenders.
3. The offender must have an active substance abuse problem which cannot be successfully managed in a community setting.
4. Offenders convicted of a sexual assault offense may be allowed to participate in treatment unless otherwise excluded by statute.
5. Offenders convicted of offenses for which there are statutory prohibitions that do not allow the Court to grant probation are excluded.
6. Offenders convicted of the following offenses are not eligible pursuant to RSMo 559.115: Murder II, Forcible Rape 1<sup>st</sup> Degree, Statutory Rape 1<sup>st</sup> Degree, Forcible Sodomy 1<sup>st</sup> Degree, Statutory Sodomy 1<sup>st</sup> Degree, Child Molestation 1<sup>st</sup> Degree (Class B felony), Abuse of a Child (When injuries result in death of a child). Predatory Sex Offenders are not eligible.
7. Offenders with serious health or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.

**Referral to ITC Process:**

Submit a request through the Automated Program Tracking System using the designated program key, TC WAIT XX (males) YY (females). The offender will be assigned to a treatment center with a projected entry date. For (120-day) Court cases, the offender should reach the Reception Center no more than 36 days and not less than 30 days prior to the entry date.

NOTE: If the offender reaches the institution outside these parameters, he/she may be excluded from participation in the program.

## **L. Sex Offender Assessment Unit**

### **Description:**

The Sex Offender Assessment Unit (SOAU) provides intensive assessment regarding the risk an offender poses to the community and the offender's amenability to treatment within a community setting. This unit does not provide treatment. It does assist the Court in making a decision whether to release the offender back to the community. The SOAU report provided to the Court will include:

1. A general assessment of mental and emotional health.
2. Determination of probable risk to others in the community.
3. Assessment of the offender's motivation for treatment and change.
4. Recommendation: The recommendation will focus on the potential risk to others and whether that risk can be most effectively dealt with in the community or in a correctional setting. It is expected that any sex offender considered appropriate for release on probation will be required to participate in sex offender specific treatment while serving probation.

### **SOAU Eligibility:**

1. Offenders must be sentenced pursuant to RSMo 559.115, with recommended placement in the Sex Offender Assessment Unit indicated on the Sentence and Judgement.
2. A Pre-Sentence Investigation is required for program admission.
3. Male and female offenders.
4. Offenders who entered an Alford Plea are not eligible.
5. The offender cannot have an appeal pending.
6. Offenders convicted of offenses for which there are statutory prohibitions that do not allow the Court to grant probation are excluded.
7. Offenders with serious health or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.
8. Offenders convicted of the following offenses are not eligible pursuant to RSMo 559.115: Murder II, Forcible Rape 1<sup>st</sup> Degree, Statutory Rape 1<sup>st</sup> Degree, Forcible Sodomy 1<sup>st</sup> Degree, Statutory Sodomy 1<sup>st</sup> Degree, Child Molestation 1<sup>st</sup> Degree

(Class B felony), Abuse of a Child (When injuries result in death of the child). Predatory Sex Offenders are not eligible. Attempt to commit sex offenses, molestation or abuse can be admitted.

**Referral to SOAU Process:**

Submit a request through the Automated Program Tracking System using designated program key SO WAIT XX (males) YY (females). The offender will be assigned to a treatment center with a projected entry date. The offender should reach the Reception Center no more than 36 days and not less than 30 days prior to the entry date. NOTE: If the offender reaches the institution outside these parameters he/she may be excluded from participation in the program.

**M. Long Term Court Ordered Substance Abuse Program**

**Description:**

The Long Term Court Ordered Substance Abuse Program is a therapeutic community treatment program, specifically developed for serious substance abusers, with a duration of up to two years. The majority of offenders complete this program in 12 months.

The therapeutic community program uses self and mutual help approaches, peer pressure, and role modeling in a structured environment to achieve the recovery goal.

The treatment program is highly structured and may be comprised of three phases. Phase I involves a thorough assessment of offenders for treatment through drug and therapeutic community education. Phase II is the intensive treatment component and requires offenders to complete a core curriculum of substance abuse education and life skills training. A supplemental curriculum is provided to address the individual needs of the offender. Phase III involves offenders in a relapse prevention and re-entry curriculum. Additionally, Phase III offenders may participate in community work release and save 25% of their earnings. Preceding discharge, a community aftercare plan is developed for the offender and stipulated in the release plan.

**Long Term Court Ordered Substance Abuse Program Eligibility:**

1. Both male and female offenders.
2. Offenders must be sentenced pursuant to RSMo 217.362 to a minimum term of four years in the Department of Corrections. The sentence should not be in direct conflict with any other sentence provisions that cannot be successfully resolved through a review by probation and parole.
3. Offenders must be assessed as substance dependent and/or having a history of serious substance abuse problems. This must be documented and substantiated by staff from probation and parole or by a licensed professional in the field of chemical dependency.
4. Offender must be a chronic non-violent offender which is defined as:

- An offender with at least three non-violent felony findings of guilt.
  - Felonies can be prior or present offenses, if separate criminal actions (under separate cause numbers or having separate offense dates), or an SIS or SES probation.
  - Any plea of guilt or guilty verdict is a “finding” of guilt.
  - The offender cannot have any prior or present violent convictions as outlined in RSMo 217.010, subsection 10. Violent offenses include: Murder First or Second Degree, Voluntary or Involuntary Manslaughter, Kidnapping, Forcible Rape 1<sup>st</sup> Degree, Statutory Rape 1<sup>st</sup> Degree (Victim less than 12 years of age at the time of the offense), Forcible Sodomy 1<sup>st</sup> Degree, Statutory Sodomy 1<sup>st</sup> Degree (Victim less than 12 years of age at the time of the offense), Robbery 1<sup>st</sup> Degree, Assault 1<sup>st</sup> Degree, Arson 1<sup>st</sup> Degree, Abuse of a Child (When injuries result in death of the child), Assault on a Law Enforcement Officer 1<sup>st</sup> Degree, Domestic Assault 1<sup>st</sup> Degree, and Elder Abuse 1<sup>st</sup> Degree.
5. Offenders convicted of offenses for which there are statutory prohibitions that do not allow the Court to grant probation are excluded.
  6. Offenders with serious physical or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.

#### **Referral to Long Term Court Ordered Substance Abuse Process:**

Submit a request through the Automated Program Tracking System using the designated program key LT WAIT XX (male) YY (female). The offender will be assigned to the program with a projected entry date. The offender should be delivered to the Reception Center no more than eight weeks prior to the entry date.

## **II. Correctional Centers**

### **Discussion of Reception and Diagnostic Center**

All offenders sentenced by the court to serve a sentence are received at a reception and diagnostic center. Offenders are assessed and classified according to a number of variables that determine their custody level and program needs. Following this classification process, offenders are assigned to the appropriate correctional center.

#### **A. Level of Custody**

##### **Description:**

Correctional Centers are classified according to various levels with Level 5 being the highest custody facility and Level 1 being the lowest custody level. This classification system dictates the extent of security that a facility possesses, as well as resources and programming. Offenders are housed at the appropriate facility based on a risk/need assessment.

##### **Eligibility:**



Offenders are initially classified when first received at a reception and diagnostic center and reclassified at regularly scheduled intervals based on the following variables:

1. Medical Needs
2. Mental Health Care Needs
3. Public Risk Needs
4. Institutional Risk Needs
5. Educational Needs
6. Vocational Training Needs
7. Work Skill Needs

**Placement:**

Offenders are assigned to the appropriate correctional center by Central Transfer Authority based on their custody score. Every effort is made to house the offender closest to their original sentencing county or potential home plan.

**B. Resources Available For Offenders In Correctional Centers**

**Description:**

Correctional centers may provide the following resources to offenders:

1. Custody Control and Security
2. Custody Classification and Needs Assessment
3. Adult Basic Education /GED
4. Medical Services
5. Employment Opportunities
6. Work Release
7. Cognitive Skills Development Program
8. Substance Abuse Education
9. Alcoholics Anonymous and other substance abuse support groups
10. Restorative Justice Projects
11. Community Service Opportunities
12. Library Services
13. Recreational Activities
14. Visitation

**Eligibility:**

Offenders are assigned or have access to these programs based on their needs, behavior or classification.

**Referral Process:**

Referrals are made by institutional staff, self-referral or statutory requirements.

**C. Resources Available for Offenders By Facility and Custody Level**

**Description:**

Facilities provide specific security, levels of control, resources and programming to meet the needs of offenders according to gender, age and custody level.

### **Female Correctional Centers**

Chillicothe Correctional Center (Custody Level 2-5)

- Capital Punishment Unit
- Partially ADA accessible

Women's Eastern Reception and Diagnostic Correctional Center (Custody Level 2-5)

- Sex Offender Assessment Unit and Treatment Program
- Special Needs Unit
- Continuing Education – Youthful Offender Program
- ADA accessible
- Juvenile Unit
- Long and Short Term Substance Abuse Treatment Programs

### **Male Correctional Centers**

Crossroads Correctional Center (Custody Level 5)

Fulton Reception and Diagnostic Center (Custody Level 5)

- Cremer Therapeutic Community Center – Short Term Substance Abuse Treatment Program

Jefferson City Correctional Center (Custody Level 5)

- Vocational Training
- Long Term Substance Abuse Treatment Program (Voluntary)
- Work release

Potosi Correctional Center (Custody Level 5)

- Special Needs Unit

South Central Correctional Center (Custody Level 5)

- Vocational Training

Southeast Correctional Center (Custody Level 5)

- Vocational Training

Farmington Correctional Center (Custody Level 2 & 4)

- Sex Offender Assessment Unit and Treatment Program
- Social Rehabilitation Unit
- Corrections Treatment Center (Mental Health)
- Short Term Substance Abuse Treatment Programs
- Long Term Substance Abuse Treatment Programs

Missouri Eastern Correctional Center (Custody Level 3)

- Sex Offender Treatment Program (non-ambulatory)

Moberly Correctional Center (Custody Level 3)

- Vocational Training

Northwest Correctional Center (Custody Level 4)

- Juvenile Unit

Algoa Correctional Center (Custody Level 2)

- Mental Health Treatment Unit

Boonville Correctional Center (Custody Level 3)

- Continuing Education-Youthful Offender Program
- Short Term Substance Abuse Treatment Program

Ozark Correctional Center (Custody Level 2)

- Long Term Substance Abuse Treatment Program

Western Missouri Correctional Center (Custody Level 3 & 4)

Maryville Treatment Center (Custody Level 2)

- 6-month Substance Abuse Treatment Program

Tipton Correctional Center (Custody Level 2)

- Partial-Day Treatment

Western Reception and Diagnostic Correctional Center (Custody Level 5)

- Partial-Day Treatment
- Short Term Substance Abuse Treatment Program
- 6-month Substance Abuse Treatment Program

**Community Release Centers (Male and Female)**

**Kansas City and St. Louis**

- Minimum Custody and Control
- Custody Classification and Needs Assessment
- Employment Opportunities
- Work Release
- Alcoholics Anonymous and other substance abuse support groups
- Restorative Justice Projects
- Community Service Opportunities

**III. BOARD CONTROLLED CASES**

## **Discussion of Levels of Supervision**

### **Description:**

When the Board assigns an offender to the supervision of the Division of Probation and Parole, an assessment of the offender is conducted and a level of supervision is determined for the offender. Each case assigned for supervision is managed at one of three levels. These levels include enhanced, regular, and minimum. The supervising officer continually assesses the risk and needs of the offender to determine the appropriate level of supervision. Through on-going assessment, the probation and parole officer ensures problem areas are addressed and the offender processes through the system without undue risk to the community. The probation and parole officer manages offender risk by addressing offender needs. This is achieved through a balance of control and treatment strategies, services and sanctions. Parolees and Conditional Releases serve the remainder of their sentence until expiration or discharge by the Board. A full range of community resources is utilized to address offender needs.

Required contacts with these levels of supervision vary and include the following:

**Enhanced Supervision** – Provides more frequent contact by the officer to those offenders who have demonstrated by past performance, present need, or for whom policy requires, this is the appropriate level of supervision with the following contacts:

- One positive office visit must occur each week
- One home visit (PHV or PV) will be conducted each month
- Treatment participation verified each month
- Employment verified each month
- Urinalysis testing and significant other contact as warranted

Dangerous felony offenders will be supervised at this level for the first six months of supervision.

### **Enhanced Supervision Eligibility:**

Offenders scoring nine or above on the Needs Scale.

**Regular Supervision** – Prescribes the following contacts:

- At least one positive office visit per month.
- One employment verification each month.
- One treatment participation verified each month.
- One home visit (PHV or PV) per recording period.
- Urinalysis testing and significant other contact as warranted

### **Regular Supervision Eligibility:**

Offenders scoring 7 or 8 on the Needs Scale. Sex offenders must be supervised at no lower than this level for the duration of their supervision and are not eligible for minimum supervision.

### **Minimum Supervision:**

Designed for individuals who have demonstrated basic stability and responsibility, and who are complying with court and agency expectations. Routine monitoring is maintained through:

- Monthly supervision reports or an automated reporting system.

**Minimum Supervision Eligibility:**

Offenders who score 6 or below on the Needs Scale. Offenders who are experiencing problems with employment, legal issues, substance abuse, and/or technical violations are not eligible for minimum supervision.

**Minimum Standards for Supervision Levels**

<u>Level</u>	<u>Pos. Office Visit</u>	<u>Employ. Check</u>	<u>Home Visit</u>	<u>Treatment Check</u>
Enhanced	One per week	One per month	One per month	One per month
Regular	One per month	One per month	One in 6 mos.	One per month
Minimum	N/A	Random	N/A	N/A

Note: Urinalysis and Positive Significant Other contacts conducted as necessary or appropriate based on officer's assessment, offender history and risk/need factors.

**Supervision Strategies for Offenders under Board Jurisdiction:**

There are a variety of supervision strategies within the Department of Corrections for offenders under Board jurisdiction. Based on local practice and/or availability, the Board considers the level of risk/need the offender presents, the type of strategy described and the eligibility criteria.

**A. Intensive Supervision Program**

**Description:**

The Intensive Supervision Program (ISP) is designed for high need felony offenders and provides community-based supervision that employs intensive casework with a holistic supervision/treatment process. Officer contact frequency will change during the 120-day duration of Intensive Supervision.

During the first 30 days:

- Face to face contacts two times per week with their supervising officer
- Employment verified once a week.
- Treatment center contacts once a week.
- Home visits at least one time each month.
- Significant other contacts and urinalysis will occur as warranted.

During the next 90 days:

- Enhanced supervision level contact frequency until exiting the program.

**ISP Eligibility:**

1. Probationers who have at least 120 days remaining on their term of supervision.
2. Offenders scoring 9 or above on the Needs Scale.

If a supervising officer can document a Needs Score is likely to register 9 or above for less than 30 days, the offender may be retained at the enhanced level of supervision. If after 30 days the Needs Score does not drop below a 9, an Intensive Supervision referral should occur.

**Referral to ISP Process:**

Complete a CCT (Community Corrections Tracking) form with the designated program key [IS INTS XX (XX=District Code)]. Forward the CCT form to the appropriate staff for entry in the tracking system.

**B. Day Report**

**Description:**

Day Report is a supervision enhancement and is designed to address the needs of offenders who have demonstrated an inability to successfully function with less supervision and are in need of additional structure and treatment. A specific personalized plan is developed for each offender to address his or her unique needs.

Day Report offers the opportunity for daily contact with the offender as well as providing a “clearinghouse” or “service center” for a variety of services to meet the needs of offenders in the program.

**Day Report Eligibility:**

1. Offenders not performing successfully under supervision.
2. Offender has two or more special need categories identified on the needs scale.
3. Offenders with a need for additional structure and control.
4. Offenders must have a minimum of one year remaining on supervision.

**Referral to Day Report Process:**

Complete a CCT (Community Corrections Tracking) form using the designated key [DR DAYR XX (XX) =District Code]. Forward the form to the appropriate staff for entry in the Tracking System. Refer to local procedures relative to case movement for this program.

## **C. Electronic Monitoring**

### **Description:**

Home based strategy, Electronic Monitoring (EM) enhances supervision through an Electronic Monitoring device. Intervention, control, and treatment are the supervision objectives of Electronic Monitoring. Control of movement is substantially enhanced as a result of curfew requirements and restricted activities, which are monitored 24 hours per day. Generally, EM will be a minimum of 30 days with a maximum of 120 days in duration. Use of less than 30 days or more than 120 days requires authorization by a supervisor. Offenders are required to pay fees to the Inmate Revolving Fund to defray costs.

### **EM Eligibility:**

1. Offenders with an approved home plan in Missouri.
2. Offenders on supervision for either felony or misdemeanor charges (Misdemeanor charges must be eligible for supervision by probation and parole.)
3. Offenders with telephone service compatible with monitoring equipment.

### **Referral to EM Process:**

Complete a CCT (Community Corrections Tracking) form using the designated program key [EM HARP XX (XX=District Code)]. Forward the completed form to the appropriate staff for entry in the Tracking System. Complete a Transfer of Cases form and transfer the case.

## **D. Residential Facility**

### **Description:**

Residential Facilities (RF) are designed to provide services, including community referrals, in a controlled residential environment for the diverse needs of offenders, with emphasis on relapse prevention and life skills management. Assessment of the offender's needs, development of a referral/treatment plan, job skills development, community release and aftercare are components of the residential program. Identified needs are then addressed through community-based programming. Offenders are required to pay a portion of earnings to the Inmate Revolving Fund to defray the cost of the program. Additionally, a portion of earnings is required to be placed in personal savings.

### **RF Eligibility:**

1. Offenders with a demonstrated need to be supervised in a structured residential environment and/or are unable to provide a viable home plan.

2. Felony offenders on probation or parole supervision.  
Misdemeanor offenders may be considered on a limited, case-by-case basis.
3. Offenders with serious health problems or severe mental health problems may be excluded from placement in a Residential Facility.

**Referral to RF Process:**

Submit a request through the Automated Program Tracking System using the designated program key [RF WAIT XX (XX=ER for St. Louis area, WN for Kansas City area, D6 for Columbia area)]. You will receive notification of the offender's projected entry date into the program. After receiving verification of the offender's entry into the facility, complete a Transfer of Cases form and transfer the case.

**E. Alt-Care**

**Description:**

Alt-Care is an intensive outpatient program designed for women who have demonstrated a need for substance abuse treatment and related supportive services. Female offenders who have completed the Institutional Treatment Center Program or Long Term Substance Abuse Program are a target population for this program, as well as female offenders on community supervision who are in need of treatment. The goals of the program are to achieve abstinence from psychoactive substances, deter future criminal behavior, develop pro-social behavior, make improvements in overall, physical and mental health, achieve successful community adjustment and maintain continued linkages in the community. The program utilizes a therapeutic community approach, emphasizing participant/peer involvement in the process of recovery, and may last up to two years.

**Alt-Care Eligibility:**

1. Female offender with substance abuse issues requiring intensive treatment.  
Pregnant women or women with children will be given priority placement.
2. Female offenders residing in Jackson County or St. Louis City/County or willing to relocate to those areas.
3. Offenders must have a minimum of one year remaining on supervision.

**Referral to Alt-Care Process:**

Complete a CCT (Community Corrections Tracking) form, using the designated program key [CT ALTC XX (XX=District Code)]. Forward the form to the appropriate staff for entry in the Tracking System. Once the offender has been assessed and accepted in the program, complete a Transfer of Cases form and transfer the case.

**F. Free and Clean**



**Description:**

The Free and Clean Program is an extensive aftercare program designed to serve as a follow-up for offenders who have successfully completed a 120-day Institutional Treatment Center or Long Term Substance Abuse Program. Free and Clean provides the immediate access the offender needs to a community-based aftercare program. Offenders under community supervision are also eligible for this program. Free and Clean is currently offered in Jackson County and St. Louis City/County only.

Probation and parole officers are assigned to work on site at the Free and Clean Program and serve as a vital part of the treatment team. The following services are available to offenders and their families through Free and Clean:

- Individual and Group Counseling
- Individual and Group Co-dependency Counseling
- Family Therapy
- Group Education
- Life Skills Training
- Referrals for Vocational Training and Employment Assistance

The program is divided into three phases

- Intensive Outpatient
- Basic Outpatient
- Aftercare

Offenders may be enrolled in the program for up to two years.

**Free and Clean Eligibility:**

1. Primarily male offenders
2. Offenders must have a minimum of one year remaining on supervision.

**Referral to Free and Clean:**

Complete a CCT (Community Corrections Tracking) form, using the appropriate program key [CT FRCL XX (XX=District Code)]. Forward the completed CCT form to the designated staff for entry in the Tracking System. After receiving a Reply to Investigation form noting the entry date, complete a Transfer of Cases form to transfer the case.

**G. Community Release Center****Description:**

The Community Release Center (CRC) provides a work-release component, varying in length and focuses on assessment, employability, life skills, education, and vocational guidance and substance abuse education and outpatient treatment.

Community Release Centers offer an outpatient substance abuse treatment program for Board referrals.

**CRC Eligibility:**

1. Both males and females are eligible.
2. Offenders must be able to maintain employment or participate in vocational rehabilitation. Offenders with serious physical or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.
3. The Board can stipulate as a condition of release for Parolees and Conditional Releases.
4. Parole and Conditional Release Violators are also eligible.

**Referral to CRC Process:**

Submit a request through Automated Program Tracking System using designated program key RC WAIT XX (XX=KC for KCCRC; XX=SM for SLCRC). Those offenders residing in the Kansas City metropolitan area will be sent to Kansas City Community Release Center. Offenders residing in the St. Louis metropolitan area will be referred to the St. Louis Community Release Center.

**H. Institutional Treatment Centers**

**Description:**

The Institutional Treatment Centers (ITC) are located at various Department of Corrections facilities. The programs are highly structured treatment programs focusing on substance abuse, relapse prevention, criminality and life skills. Release and treatment plans are developed prior to program completion.

**ITC Eligibility:**

1. Offenders must be stipulated by the Board for placement in the Institutional Treatment Center.
2. Both male and female offenders.
3. Offenders with serious health or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.

**Referral to ITC Process:**

Submit a request through the Automated Program Tracking System using the designated program key, TC WAIT XX (males) YY (females). The offender will be assigned to a treatment center with a projected entry date.

## **I. Offenders Under Treatment Program**

### **Description:**

The Offenders Under Treatment Program (OUT) is a six-month treatment program specifically designed for first time non-violent offenders under the provisions of RSMo 217.364. The program focuses on substance abuse, cognitive skills and education.

### **OUT Eligibility:**

1. Conviction of a non-violent offense under RSMo 195, or where substance abuse is a precipitating or contributing factor in the commission of the offense.
2. Present conviction must be the first federal or state felony incarceration.
  - a. Probation returns are eligible.
  - b. Parole/Conditional Release Violators are not eligible.
3. Offenders with serious health or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.
4. Sentence length of 4 to 10 years.
5. Present offense cannot involve the threat of physical use of a weapon in an aggressive manner as an element of the present offense.
6. Offender cannot have a prior or present misdemeanor or felony conviction for assault, weapons, or sexual offenses. (This does not include arrests.)
7. No felony warrants or detainers defined as violent per D5-4.26.

### **Referral to OUT Process:**

Referrals for this program are made only by institutional staff. Parole office staff will review all offenders to determine their eligibility for the program. If found eligible, the probation and parole officer will submit a request through the Automated Program Tracking System using the designated program key [OP WAIT XX (Males)/YY (Females)].

## **J. Long Term Substance Abuse Program**

### **Description:**

The Long Term Substance Abuse Program is a therapeutic community treatment program, specifically developed for serious substance abusers. The therapeutic

community program uses self and mutual help approaches, peer pressure, and role modeling in a structured environment to achieve the recovery goal. The treatment program is highly structured and may be comprised of three phases. Phase I involves a thorough assessment of offenders for treatment through drug and therapeutic community education. Phase II is the intensive treatment component and requires offenders to complete a core curriculum of substance abuse education and life skills training. A supplemental curriculum is provided to address the individual needs of the offenders. Phase III involves offenders in a relapse prevention and re-entry curriculum. Additionally, Phase III offenders may participate in community work release and save 25% of their earnings. Preceding discharge, a community aftercare plan is developed for the offender and stipulated in the release plan.

**Long Term Substance Abuse Program Eligibility:**

1. Both male and female offenders.
2. The offender may be referred 12 to 24 months prior to their established release date.
3. The present offense must be directly or indirectly related to substance abuse.
4. The offender must have a history of chronic substance abuse.
5. Offenders with serious physical or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.

**\*\*Parole Violators may not be referred to this program by the field. Revocation must occur prior to entry into the Long Term Program.\*\***

**Referral to Long Term Board Ordered Substance Abuse Process:**

Submit a request through Automated Program Tracking System using the designated program key {LT WAIT XX (male) YY (female)}. The offender will be assigned to the program with a projected entry date.